

South Jordan City

Job Description

Title: Long Range Planner
Org: 100400
Pay Grade: 20

Effective Date: 2/1/16
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Perform a variety of complex working level professional and technical duties related to the management of the long range planning, activities zoning administration and CDBG/HOME program administration.

SUPERVISOR

City Planner

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Accomplish performance goals established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Maintain the General Plan, Development Code, and Zoning Ordinance through oversight of revisions, updates, and implementation; prepare proposals and recommendations, present to Planning Commission and City Council.

Conduct research on issues, policies and concepts pertaining to long range planning, zoning administration, and federal block grant funding and present findings to Planning Commission and/or City Council.

Prepare RFP's, process contracts, and provide project management for products developed by consultants.

Represent the City's long range planning with various state, county, regional and other agencies; serve on related advisory, coordination, and oversight committees.

Provide on-going education and training opportunities and respond to inquiries from the public, interest groups, elected officials, City staff, and other groups in order to promote long range planning, ordinances, and HUD block grant funding.

Share responsibility with the City Planner to review and process applications for text amendments to the Zoning Ordinance and Development Code to assure compliance with the General Plan and City ordinances within time guidelines set by the department; prepare necessary notices, staff reports, and supplemental documentation, present applications to Planning Commission and City Council.

Responsible for public outreach associated with long range planning. Coordinate noticing, logistics and information for public presentations; present information; organize and analyze feedback for productive utilization.

Participate in project review meetings with various city department and developer representatives and identify problem areas related to the General Plan, Development Code, and Zoning Ordinance; identify and negotiate options for compliance.

Administer the City's involvement with HUD's CDBG and HOME programs; provide oversight of the consolidated planning process; prepare and submit annual plans, budgets, and reports as required by HUD for review by the City Council, including the associated public noticing and review; manage meetings, training, and oversight of the Staff Working Group; process contracts, environmental reviews, and monitoring of sub-recipients; maintain a familiarity with applicable federal regulations; coordinate and communicate with HUD, other federal agencies, state, county, and other entities.

Maintain a current understanding of planning and zoning trends, legislative updates, principles, application, and impact; attend training opportunities; be familiar with related local, regional, state and federal planning activities.

Assist in coordination of goals, policies, objectives and projects with other departments or governmental agencies; provide leadership of long range planning projects involving various staff members, supervise interns with long range planning, zoning, and CDBG related training opportunities.

Assume responsibility for the Planning Division in the absence of the City Planner and the Director of Development Services.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelors Degree in urban planning, geography, public administration, or related field;
AND
- B. Six (6) years' experience in planning or related field;
OR
- C. An equivalent combination of education and experience;

2. Special Qualifications:

Valid Utah Class D Driver License.
American Institute of Certified Planners (AICP) certification.

3. Knowledge, Skills, and Abilities:

Knowledge of legal system and procedures affecting planning, zoning and related operations of the city; principles and practices related to local government planning and zoning, economics, sociology and community organization as applied to urban planning; planning and zoning and subdivision law, theory and application; the relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; local government structure and operations, including the budgetary procedures and fiscal management; research methodology, statistical analysis and evaluation of research data; land use, zoning, federal, state, and local laws; interpersonal communication skills.

Ability to operate a personal computer and Microsoft products.

Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach; skill in the art of diplomacy and cooperative problem solving.

Ability to interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality; communicate effectively verbally and in writing; prepare and present technical reports; performs advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

Glean relevant information and inform personnel and the public regarding City ordinances and procedures; perform detailed phone conversations with citizens and business owners; contacts with other departments, furnishing and obtaining information; frequent contacts with executives on matters requiring detailed explanations and instructions.

Apply general principles and ordinances effectively; establish goals and priorities; communicate verbally and in writing; work effectively with City employees and the public; creative design and implementation of various City policies and programs; creative solutions to complex development problems.

Ability to supervise others.

Ability to negotiate and/or arbitrate solutions for a variety of complex issues and projects with citizens groups, developers, property owners and City Officials.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Tech
Location:	Planning	EEOP Class:	Tech
Group/BU:	General Pay Plan	Tech-Net Match:	